

Position Description

Position: Community Housing Options Coordinator

Reports to: Manager of Family Supports

Department: Family Supports

Durham Association for Family Respite Services has an excellent opportunity for an experience Community Housing Options Coordinator to join the Family Supports team for a 2 year part-time (20 hours per week) position.

Position Summary

The Community Housing Options Coordinator is responsible to assist families over the next 2 years in their individual, person-centered approach to secure housing solutions through existing, typical community resources. Using dynamic interpersonal skills and their passion for “home”, the Coordinator will balance competing demands, work collaboratively with partner agencies, and strive to support families while working within the mission and values of the project and organization.

The Community Housing Options Coordinator will meet and moderate group meetings with interested families. Along with ensuring rich and relevant material for each meeting, the Coordinator will prioritize families as they become ready to move forward with creating a home of one’s own for their family member with a disability. The Coordinator will allocate and distribute time for those ready individuals, delving into what captures “home” for each. Using creativity, knowledge of existing housing options, knowledge of home renovation options, existing by-laws and zoning, to help each family move forward and make authentic, concrete progress towards their vision for home.

Qualifications

- Minimum 2 years of experience helping people develop and secure housing, or an equivalent combination of education, training and experience
- Post-secondary education with a focus on social or community development, and/or housing
- Experience working with individuals living with a developmental disability and their family
- Thorough understanding of the issues of being under-housed, poverty and discrimination that this community faces and how these issues affect the lives of individuals
- Strong communication and group facilitation skills, including excellent written communication skills
- Experience working with Municipal and Regional offices in a positive and creative way effecting better service
- Ability to make and sustain relationships with families, local government, real estate agents, financial institutions, mortgage specialists, etc.
- Strong computer proficiency in MS Office
- High standard of attention to detail
- Financial and budget management skills
- Excellent multitasking and time management skill with ability to set priorities and meet deadlines

Responsibilities

- Facilitate group meetings and manage expectations from a diverse population
- Provide general support to each family to guide them through the decisions and resources to secure housing that will best suit them
- Provide information and options for housing including details regarding type, location and social aspects of home choices
- Plan and engage in conversations and work with the realtors, bankers, and other resources to secure housing solutions
- Assist families to be in a position to move forward on their own at the end of the project period
- Liaise with the families involved in the project to ensure they work together into the future
- Work in conjunction with the long term planning and facilitation supports available to each person
- Develop a Creative Home Choices planning package of information suitable for future families to begin the same kind of creative process on their own
- Demonstrate a positive, supportive and professional relationship with all staff, families, volunteers, other providers, and the community
- Maintain strict confidentiality regarding Durham Association for Family Respite Services business, its policies and procedures
- Perform all duties and responsibilities in a manner consistent with DAFRS Mission, Values, Vision and Principles of Family Support
- Other duties, relevant to the position, shall be assigned as required

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Working Conditions

- Additional hours and flexible working schedules will be required
- Travel required throughout the Durham Region

Application Process:

Qualified candidates should email their resume to HR@dafrs.com no later than 4:30pm Friday October 5, 2018.

We thank all applicants for their interest, however, only those considered for an interview will be contacted.

Durham Association for Family Resources and Support is an Equal Opportunity Employer committed to an inclusive, barrier free recruitment and selection process. If contacted for an employment opportunity, please advise if accommodation is required.